

New Business Checklist





Zoning Ordinances:

Zoning ordinances should be checked to ensure that the proposed business location is appropriately zoned for the business being considered. For home-based businesses, inquiries should also be made to determine if a home occupation permit is required.

Zoning Offices

Clark County

500 S. Grand Central Pkwy., First Floor Las Vegas, NV 89155 (702) 455-4314

City of Las Vegas

731 S. Fourth St. Las Vegas, NV 89101 (702) 229-6301

City of North Las Vegas

2240 Civic Center Drive North Las Vegas, NV 89030 (702) 633-1537

City of Henderson

Community Development & Planning 240 Water St. Henderson, NV 89015 (702) 267-1500

City of Boulder City

Community Development & Planning 401 California St. Boulder City, NV 89006 (702) 293-9282

City of Mesquite

Building Department & Zoning 10 E. Mesquite Blvd. Mesquite, NV 89027 (702) 346-2835

Fictitious Name Certification:

Any business that plans to use a name other than its legal or corporate name is required to file a fictitious name certificate. Check with the county clerk's office at the number listed below or online on the availability of a desired fictitious name. The fictitious name application form must be notarized prior to submitting the original and two copies to the county clerk's office for certification. Hours of Operation: Monday – Friday, 8 a.m. – 5 p.m.

Clark County Clerk

Regional Justice Center 200 Lewis Ave., Third Floor Las Vegas, NV 89155 (702) 455-4431 www.co.clark.nv.us/clerk/clerkhome.htm

Nevada Business Registration:

All new businesses are required to register with the Department of Taxation. The department provides information related to state business licensing, sales tax or use tax permits, consumer's permits or certificates of authority. The department will issue the applicable permit and/or license needed to provide the clearance necessary for local business license purposes. An added feature is the availability of the application online.

Nevada Department of Taxation

555 E. Washington Ave., Ste. 1300 Las Vegas, NV 89101 (702) 486-2300 http://tax.state.nv.us

Business Licenses:

A business license is required to operate a business in nearly all cities, most counties and many other locations. A new business may also be required to obtain additional permits from the health, police, fire or building departments. It is best to contact the appropriate local business license office beforehand for more information.

Clark County Business License Department

500 S. Grand Central Pkwy., Third Floor Las Vegas, NV 89155 (702) 455-4252

City of Las Vegas Business Services Division

400 Stewart Ave., Third Floor Las Vegas, NV 89102 (702) 229-6281

City of North Las Vegas

2200 Civic Center Drive North Las Vegas, NV 89030 (702) 633-1521

City of Henderson

Development Service Center, City Hall 240 Water St., Room 108 Henderson, NV 89015 (702) 267-1730

City of Boulder City

401 California St. Boulder City, NV 89005 (702) 293-9219

City of Mesquite

10 E. Mesquite Blvd. Mesquite, NV 89027 (702) 346-5295

Special Permits:

A new business may be required to obtain additional permits from the appropriate health, police, fire or building departments. Inquire with the licensing agency for more information.

Assessor's Office:

Nevada tax laws require all persons, firms or businesses owning, renting, leasing or controlling business personal property to file a list of that property annually with the assessor of the county in which the property is located. Call or visit the assessor's office and a declaration will be generated and mailed.

Clark County Assessor's Office

500 S. Grand Central Pkwy., Second Floor Las Vegas, NV 89155 (702) 455-3882

Employer Identification Number (EIN):

Every partnership or corporation must have an EIN to use as its taxpayer number. Sole proprietors must also have an EIN if wages are paid to one or more employees or if excise tax returns must be filed.

To reserve an EIN, call (801) 620-7645 or you may fax a completed SS-4 form to (801) 620-7115. For additional tax information, call (800) 829-1040.

Internal Revenue Service

110 City Pkwy. Las Vegas, NV 89106

Corporations:

Businesses interested in incorporating, as well as non-Nevada corporations seeking permission to do business in Nevada, should contact the Secretary of State's Office or visit them online.

Secretary of State

555 E. Washington Ave., Ste. 4000 Las Vegas, NV 89101 (702) 486-2880 http://sos.state.nv.us

Liquor and Gaming Licenses:

To obtain a liquor and/or gaming license, a business license from the appropriate city and/or county must first be obtained. In addition to the agencies listed below, refer to the section on business licenses for the appropriate business license department.

Clark County Liquor & Gaming	(702) 455-4125	
City of Las Vegas	(702) 229-6281	
City of North Las Vegas	(702) 633-1521	
City of Henderson	(702) 267-1730	
City of Boulder City	(702) 293-9219	

State of Nevada Gaming Control Board

555 E. Washington Ave., Ste. 2600 Las Vegas, NV 89101 (702) 486-2008

If You Have Employees, the Following Additional Applications Must Be Made:

Employer's Insurance Company of Nevada:

This is Nevada's worker's compensation program. Employer paid premiums are charged according to classification of how hazardous the job is. Coverage must be obtained PRIOR to hiring employees.

Employer's Insurance Company of Nevada 2550 Paseo Verde Pkwy. Henderson, NV 89074 (702) 671-7000

Employment Security Department:

This is Nevada's unemployment insurance administrator. The business is assigned an experience rating based on the amount of unemployment claims that have been filed. The Nevada Business Registration Form should be filed prior to hiring employees.

Employment Security Department

3405 S. Maryland Pkwy. Las Vegas, NV 89109 (702) 486-8222

Immigration Service:

Every employer is required, within 72 hours of hiring a new employee, to obtain a completed, signed, witnessed and dated I-9 Form from the employee.

Immigration & Naturalization Service

3373 Pepper Lane Las Vegas, NV 89120 (702) 388-6908

(To Request Forms: (800) 870-FORM)

IRS W-4 Forms:

The law requires every employee hired to complete a W-4 Form so that the employer can withhold the proper amount of income tax from each paycheck. Any change in the employee's tax status requires a new form. A copy should be sent to the IRS if the employee claims more than 10 allowances or claims "exempt" status and earns more than \$200 per week.

Internal Revenue Service

110 City Pkwy. Las Vegas, NV 89106 (800) 829-1040

State Labor Laws:

All employers must comply with Nevada's labor statutes. A sign explaining these laws must be posted at the place of business. These signs are available upon request from the State Labor Commission.

State Labor Commission

555 E. Washington Ave., Ste. 4100 Las Vegas, NV 89101 (702) 486-2650

Document Revised: November 2006

Published by: City of Las Vegas

Office of Business Development

400 Stewart Avenue Las Vegas, Nevada 89101 Phone: (702) 229-6551 Toll Free: (866) 777-7483

Fax: (702) 385-3128

E-mail: obd@lasvegasnevda.gov Web: www.lasvegasnevada.gov/obd

Business Hours:

Monday to Friday, 8 a.m. to 5 p.m. (Pacific Time)